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SUBJECT: Duties to be performed by additional personnel requested for Requirements Branch

1. The additional Intelligence Officer (P-5) in the Survey Division is needed to perform the increased duties resulting from the added functions of this Division in connection with special surveys to ascertain requirements for new or special CIG services; the screening of requests for correctness and appropriateness; and the checks and investigations concerning the status of pending requests.

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2. The additional Intelligence Officer (P-5) in the Control Division is required in order to assist in handling the increased work-load of the Division which has resulted from the expansion in the functions of the Division and from the acquisition by CIG of such activities as the Washington Document Center and [REDACTED] His duties will encompass, in general, preparing studies and recommending plans, methods and procedures for the control of CIG intelligence information and intelligence, and assisting in implementing approved policies on controls.

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3. Four additional clerical personnel are being requested in order to handle the increasing work-load as indicated above and to enable the Branch to perform already prescribed duties which have been partially neglected, such as the development and maintenance of the master requirement and dissemination guide and the cross index. The recommended T/O indicates that one additional clerical personnel is desired for the Survey Division and three for the Control Division. The full time of one CAF-5 employee who is carried administratively on the T/O of the Survey Division, and whose regular duties are concerned with the master requirement and dissemination guide, has been occupied in maintaining certain internal administrative controls which heretofore have been assigned to the Office of the Chief, Requirements Branch and which, under the recommended revised statement of functions, will be a responsibility of the Control Division. Hence, one CAF-5 vacancy must be created in the Control Division to provide for this activity. An additional CAF-5 is required as Secretary to the Control Division Chief and one additional CAF-4 position in this Division is required to handle the increased stenographic and clerical duties incident to the newly assigned functions of this Division. The additional CAF-4 position required in the Survey Division is necessary to perform the increased stenographic and clerical duties resulting from the added functions in connection with reports of special surveys and checks and investigations and surveys of the status of pending requests. This employee will also assist in the work incident to the development and maintenance of the master requirement and dissemination guide.

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4. It is recommended that the grade of the Administrative Assistant in the Requirements Branch be increased from CAF-6 to CAF-7. Responsibilities of the Administrative Assistant are already substantially greater than when a CAF-6 grade was allotted for this position and as a result of the additional functions of the Requirements Branch and the increase in clerical personnel, the Administrative Assistant will have to assume even greater responsibilities.

The allotment of a grade CAF-7 for the Administrative Assistant is considered justified because of:

a. The broader functional field of operations over which administrative control will have to be exercised, and

b. The larger number of clerical personnel to whom the Administrative Assistant must provide guidance, counsel, and assistance in applying many of the regulations and policies established within CIG and in resolving a greater variety of administrative problems.

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